

State of Indiana Policy and Standards

Acceptable Use Policy (The IRUA)

Standard ID

IOT-CS-SEC-008

Published Date

9/1/2016

Effective Date

9/1/2016

Last Updated

9/1/2016

Next Review Date

9/1/2017

Policy

00.0 Introduction

00.4 Policy Acknowledgement

Purpose

To improve the state's information security and guide state employees regarding appropriate use.

Scope

IOT Supported Entities

Statement

IOT develops and documents an enterprise-wide Acceptable Use Policy (AUP) known as the Information Resources Use Agreement (IRUA) that is approved by Senior leadership of the organization. All Executive Branch personnel, employees and long term contractors (greater than 30 days), are required to confirm that they understand their information security responsibilities by acknowledging, electronically in PeopleSoft, that they agree to abide by the terms in the IRUA. If electronic acceptance is not possible, agencies may use a written version as a substitute as long as it is signed by the individual and the paperwork is maintained by the agency.

The IRUA details the permitted information resource uses and user activities and the makes clear there are consequences of non-compliance. The IRUA can be accessed online at <http://in.gov/iot/IRUA.htm>.

Roles

All Personnel

Responsibilities

All personnel must read, understand and acknowledge agreement to terms in the IRUA.

Management Commitment

Management shall ensure that personnel (including long-term contractors) are meeting the requirements of this control standard.

Coordination Among Organizational Entities

Agency shall coordinate with IOT Security and/or HR in regards to compliance.

Compliance

Personnel that are outside of the 30 day window are considered out of compliance and shall have access to devices shut off.

Exceptions

No exceptions.

Associated Links

[Http://in.gov/iot/IRUA.htm](http://in.gov/iot/IRUA.htm)

Associated Documents

Information Resources Use Agreement (IRUA)